

MONTANA DES TRAINING POLICY MANUAL AND COURSE CATALOG

2005-2006
*****DRAFT*****
TRAINING AND
EXERCISE POLICY
AND
COURSE CATALOG



STATE OF MONTANA
DEPARTMENT OF MILITARY AFFAIRS
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STATE DES TRAINING AND EXERCISE POLICY 2006-2007 (FY 06)

Visit Our DES Web Site:

www.mt.gov/dma/des

NOTE: Wording in red is new and has not been discussed with the Training and Exercise Policy Committee

DES MISSION STATEMENT:

The Disaster and Emergency Services Division of the Department of Military Affairs, will ensure that proactive measures are implemented to prevent, deter or deal with incidents, emergencies or disasters in an effort to:

- Provide for common defense
- Protect the public peace, health and safety
- Preserve the lives and property of the people of this state.

DES TRAINING PROGRAM:

DES makes reasonable accommodations for any known disability that may interfere with a person's ability to participate in training. Persons needing an accommodation must notify the course manager by registration deadlines to allow adequate time to make needed arrangements.

TRAINING AND EXERCISE POLICY GROUP

The training and exercise program will establish procedures to insure accountability, standardization, credibility, quality and measurable standards that will be met to earn a course certificate and exercise credit. Planning for the program will be based on county and district needs assessments and standards which are being developed by the Training and Exercise Policy Group. The Training Policy and Exercise Group will be established and meet as necessary to discuss and modify policy.

*******IMPORTANT*******

A technical assistance meeting has been scheduled with the Department of Homeland Security the week of June 12, 2006 at Fort Harrison to establish a 3-year Training and Exercise Plan. Members of this group have to be identified as soon as possible so they will be able to attend this meeting.

Recommended makeup of the committee: State Training and Exercise Manager (STM), one District Representative, President DES Association, one DES/EM from each district, one Law Enforcement representative, one Emergency Medical Services representative. A person does not have to be a member of the DES Association to have a seat on the Training Policy Group.

members need to be identified

MANAGEMENT OF THE BUDGET:

The Training and Exercise budget is funded through June, 2007. The budget has to be carefully managed so that we can maximize the limited dollars available. Funded courses will be posted on the DES website.

Registration fees are an important part of our programs. The fees have reduced no-shows from 20% in 1998 to virtually zero. The fees will be used to provide coffee, foods, drinks, paper products such as napkins and plastic ware, printing costs, room rentals, etc. Registration fees will be set by the hosting jurisdiction.

These fees are non-refundable and non-reimbursable, unless a bonafide emergency arises or unless other wise specified in the course announcement.

Centralized or “hub” courses are defined as state sponsored programs that will draw from the entire state. Mileage will be reimbursed according to MCA 2-18-503. Mileage, per diem and lodging will be reimbursed, depending on availability of funds.

There is a 30 mile (one way) restriction on travel reimbursements for centralized and community programs. If a participant lives up to and including 30 miles from the course site, they will not qualify for mileage, motel or per diem reimbursement. Exceptions may be made with the approval of the State Training Manager.

Centralized courses in Helena will be conducted at the Fort Harrison Regional Training Institute, located outside of Helena. Per diem and military housing (if available) will be offered to course participants.

Hub Training Sites have been established to help more people get to centralized training. Those sites are Lewistown and Billings. State rates on motel, per diem and mileage will apply when funds are available.

Community courses are hosted by a jurisdictions and are intended for that specific community. If state funding and assistance is requested, events must be coordinated with the STM at least 90 days in advance. See page 7 for county host duties and procedures.

The following courses are funded through June, 2007:

See DES website for details @ <http://dma.mt.gov/des/>

Exercise Design Basic, Intermediate, Advanced
Orientation to DES
Principles of Emergency Management
Agency Representative
WMD Awareness

Reimbursement: Travel can be reimbursed up to 100% of eligible expenses, upon successful completion of the program. Course announcements will explain what is reimbursable. To receive reimbursement, the jurisdiction/agency must:

1. Submit via County Clerk or local finance/travel officer to DES a travel claim within 60 days of course completion.
2. For County DES employees: This claim should not appear on your monthly SLA-1 billing.
3. Appropriate finance persons should be informed about the above procedures and tracked to ensure timely submission of the paperwork to State DES. There is a sixty (60) day “window” from the last day of the course for expenses to be submitted to DES.
4. DES will process the request within fifteen (15) days of receipt. After sixty (60) days, the budget process will be closed for that course.
5. Exceptions: Volunteers and private individuals who have been recommended by DES/EM or district representatives will be considered for direct reimbursement on a case by case basis.

THE STATE TRAINING MANAGER (STM):

The State DES Training Manager is accountable for the course manager, lead instructor and all DES courses funded by the State of Montana.

The position of course manager and lead instructor are not the same, although both positions can be filled by the same person. It is not recommended that the same individual be assigned to both positions as each is a full time job in itself.

The duties, responsibilities and expectations of the State Training Manager (STM) are on file in the DES library under State DES Training Policy #900.

THE COURSE MANAGER DUTIES:

- Report to the training manager as per agreement with STM or jurisdiction
- Have as much autonomy in managing the course as the situation and experience dictate
- Appoint the lead instructor
- Obtain resource order from training manager for instructor manuals, student manuals and training aids
- Coordinate and work with the county host and lead instructor
- Maintain a class roster
- Act as logistics and liaison officer
- Establish and insure deadline dates are met
- Supervise lead instructor and course in general
- Be accountable for all funding and expenditures
- Select, contract, prepare the site, equipment and supplies
- Records, reports and documents the course
- No instructional responsibility unless coordinated with the lead instructor
- Appoints and supervises the instructors in cooperation with the lead instructor
- Final approval of the course agenda
- Responsible for the overall quality of the training environment

THE LEAD INSTRUCTOR:

- Take the lead in establishing the course agenda.
Coordinate with host and course manager.
- Lead Instructor can also be the course manager, host or contractor
- Reports to the course manager
- Assign topics to other instructors
- Coordinate instructor activities
- Identify and order training aids via course manager
- Identify video, slides, handouts, photo copy needs: Order as necessary via course manager
- Establish deadline dates for all the above
- Be the primary instructor
- Keep the course on schedule and on topic
- Carries the predominate load and responsibility of actually doing the training and in assisting the other instructors
- Responsible for the overall quality of instruction

THE COUNTY HOST DUTIES:

- Provide a location for the course
- Do the recruiting: STM can help with printing and postage **if funds are available**
- Work with the course manager or STM to:
 - Set registration fees
 - Provide coffee, foods, drinks for breaks, etc
 - Identify lead instructor
 - Identify other guest instructors
 - Identify goals, objectives and expectations

FINANCIAL RESPONSIBILITY:

The STM will assume financial responsibility and accountability for **scheduled DES approved programs in accordance with this policy statement and Department of Military Affairs regulations, depending on availability of funds. DES employees who conduct training using Training and Exercise dollars, must coordinate with the STM prior to the course being held.** For courses funded by other grant sources: If a DES certificate and tracking on TMS is desired, the course manager should follow policies and procedures as outlined in this document.

RECORD KEEPING:

The STM will maintain paper copies of course rosters, agendas and documentation in accordance with Federal grant guidelines and Emergency Management Accreditation Program (EMAP). The Training Management System (TMS) software will be utilized to track individual participation.

It is the individuals responsibility to maintain a copy of all training records, certificates and transcripts.

PREREQUISITES:

Appropriate independent study courses will be used as prerequisites for course attendance. Waivers can be given by the STM with recommendation from the district representative.

COURSE EVALUATION, TESTING, CERTIFICATES:

All DES courses will have measurable objectives built into the program. A student must achieve an average score of 80% to get a course certificate. Measurable objectives will be:

- attendance: 50%
- exam scores: 25%
- preparation, participation, attentiveness: 25%

A student must successfully complete the course before any reimbursement is provided by State DES.

Continuing education credits are available for EMS, OPI and POST (must be acquired through hosting jurisdictions 90 days prior to the course). Credits are based on the number of hours of course time as specified on the course agenda.

DEPARTMENT OF HOMELAND SECURITY COURSE APPLICATION PROCESS:

Applications to attend EMI or ODP need to be approved and signed by the applicants supervisor and sent to the STM for processing. FEMA/EMI will notify applicants of their status.

Note: Applicants should not make any travel arrangements until a course acceptance letter is received from FEMA/ODP

COURSE CANCELLATION / POSTPONEMENT:

The STM can cancel or postpone a course using the following guidelines:

- Less than 10 applicants for a course by the application
- Severe weather warnings and travel advisories for the geographical area of the course
- State emergency or disaster requiring activation of the EOC
- state and/or local
- Instructor personal emergency

In the event of a course cancellation, all registration fees will be returned.

MANDATORY TRAINING STANDARDS:

All new DES Coordinators/Emergency Managers (DES/EM), within 18 months of hire, will successfully complete the "Orientation to State DES" and the "Principles of Emergency Management" courses offered by the State Disaster and Emergency Services Division. **Effective date: July 1, 1997. These courses will be 100% funded (excluding salaries) by State DES. Deputy Coordinators/Emergency Managers and elected officials are invited to attend at 100% funding (excluding salaries).** Failure of the appointed DES/EM to successfully complete these courses (without prior coordination with the State DES Training Manager or Administrator), may result in SLA funding being discontinued for that county.

VOLUNTARY ACCREDITATION STANDARDS:

A. Concept: Participation will be voluntary. All Emergency Managers/DES coordinators will be *encouraged* to negotiate with their elected officials the time and travel to attend training. Training requests should also appear on the annual statement of work and training needs assessments. All approved programs in this plan will be funded (travel, motel, per diem) by the State DES Training Policy, based on the availability of funding.

B. Voluntary Standards: To achieve voluntary accreditation, the following courses will be completed. A certificate suitable for framing will be presented to those who successfully complete the *recommended* requirements.

- A. Emergency Planning (2 day course)
- B. Exercise Design (2 day course)
- C. Hazardous Materials Awareness (4 hour course)
- D. Weather Observation (Severe Weather Spotter- 4 hour course)
- E. One of the following:
 - 1. Standards of Survival for Wildfires
 - 2. Winter Survival

3. First Aid, CPR
4. Continuation with a Professional Development Series course or a course that will supplement your field of expertise in emergency management.

C. Continuing Education and Training:

NOTE: At this point, the Training Policy Group has not discussed a number of continuing education hours for an emergency manager to maintain accreditation.

D. Suggested courses for continuing education:

1. Completion of the Professional Development Series or Applied Practices Series *(not yet developed)*
2. Participation in intermediate and advanced programs
Exercise Design Course Basic, Intermediate, Advanced
3. Emergency Management Institute programs
4. Any programs/conferences/workshops that will enhance your professional stature of emergency management

TRAINING MANAGEMENT SOFTWARE

The Training Management System software developed by FEMA will be used to manage and track training programs. A standardized roster will be used.

If a State DES Training Certificate and TMS tracking is desired for any course, specific information is required. Coordinate with the STM at least 90 days before the course so the correct information can be entered into the database.

If a State DES Certificate and TMS tracking is desired for any course, the guidelines as outlined in this policy should be followed.

INDEPENDENT STUDY (I.S.) COURSES:

Independent study programs can be found on the FEMA website. Courses are free and FEMA will provide a certificate upon successful completion of the program. The website:

<http://www.training.fema.gov/EMIWeb/IS/crslist.asp>

What Is the Professional Development Series (PDS)?

Needs to be discussed as all of them are now available via independent study.

Required Courses for PDS Completion:

G230-Principles of Emergency Management
G235-Emergency Planning
G240-Leadership and Influence
G241-Decision Making and Problem Solving
G242-Effective Communication
G244-Developing Volunteer Resources
G120-Exercise Design

Applications to attend EMI should be approved and signed by the county coordinator. From there the application will go to the STM who will review it to insure it is complete and meets the requirements for the course. The STM will log in the application and fax or mail it within 72 hours of receipt. The applicant will be notified by EMI regarding the status of the application.

Note: Applicants should not make any travel arrangements until a course acceptance letter is received from EMI.

COURSE CANCELLATION / POSTPONEMENT:

The STM can cancel or postpone a course using the following guidelines:

- Less than 10 applicants for a course by the application deadline. Exceptions can be made by the STM in coordination with the requesting jurisdiction and the instruction team depending on the budget outlook.
- Severe weather warnings and travel advisories for the geographical area of the course
- State emergency or disaster requiring activation of the state and/or local EOC
- Instructor personal emergency if no substitutes can be found

In the event of a course cancellation by the STM, all registration fees will be returned.

STANDARDS:

All new DES Coordinators/Emergency Managers (DES/EM), within 18 months of hire, will successfully complete the "Orientation to State DES" and the "Principles of Emergency Management" courses offered by the State Disaster and Emergency Services Division. Effective date: July 1, 1997. Courses will be 100% funded (excluding salaries) by State DES. Deputy Coordinators/Emergency Managers and County Commissioners are invited to attend these courses with the appointed DES/EM at 100% funding (excluding salaries). Failure of the appointed DES/EM to successfully complete these courses (without prior coordination with the District Representative and State DES Training Manager or Administrator), will result in SLA funding being discontinued for that county.

The Training Management System software will be used to manage and track training programs. Standard forms will be provided by the STM to the course managers to insure proper data is obtained.

2006-2007 (FY 06) DES COURSE DESCRIPTIONS

The Professional Development Series (PDS):

PDS: Decision Making and Problem Solving

(G-241): This one day (8 hour) program gives participants practice in making individual and group decisions. Course objectives are to identify personal attributes, identify factors and styles that have an impact on decision making, know and apply the seven step decision making model, know and understand your own personality and style. 8 ceu's.

PDS: Developing Volunteer Resources

(G-244): The Developing Volunteer Resources Course is a 12 hour program designed for DES Coordinators, Emergency Managers, Elected Officials and those involved with recruiting and managing volunteers. This course is designed to improve participants' abilities to heighten the level of understanding with regard to volunteer programs and their management, skill definition and specification of qualifications, publicity and recruitment and motivation strategy that promotes continued involvement and quality performance. Also available via Independent Study.

PDS: Effective Communication (G-242): This 3 1/2 day course is designed to develop the skills of emergency managers in public and interpersonal communications. (continued from previous page) This course teaches presentation skills, planning and giving a speech and plenty of practice in a non-threatening environment to talk in front of people.

PDS: Emergency Planning Course (G-235): A two day course that is designed to help local government develop a planning program that focuses on all-hazard preparedness, response, recovery and mitigation. A common sense approach is used to assist communities in identifying and planning for hazards that could affect the day to day expectations of a normal routine. It is the objective of proper planning to prevent an unusual situation from developing into an emergency or a disaster. This course is designed for the State of Montana, the Local Emergency Planning Committees, local, state and federal government planners, emergency managers, key public officials and others with an interest in emergency planning. 24 ceus, 1 college credit.

PDS: Exercise Design Course (Basic): An 8-hour ODP approved course that is designed to help local government develop and conduct an exercise that will test a community's plan and its operational response capability. This course is for those people who have responsibility for planning, developing and testing their emergency plans and response capability. Topics will include: The concepts of exercising, Exercise Design and Development Processes, Five types of practical exercises, Introduction to writing objectives, Designing a "tabletop" exercise. **Prerequisite:** Independent Study Course IS-120, "Orientation to Community Disaster Exercises". Web link:

<http://www.training.fema.gov/EMIWeb/IS/is120.asp>

DES: Exercise Design Course (Intermediate):

An 8-hour course designed for detailed concepts of exercise design planning for functional and full scale exercises, after action reports, Homeland Security procedures and standards.

DES: Exercise Design Course (Advanced):

An 8-hour course designed for advanced concepts of exercise design planning for full scale exercises, evaluation methodology, reporting, tracking, budgeting.

PDS: Leadership and Influence (G-240): A 3 day training program for State, Tribal and County DES Coordinators/Emergency Managers and their deputies, Elected Officials and other partners that are or could be involved in managing, coordinating or supporting the four phases of emergency management. This course is a three day program that shows participants how to assess differences in personal values and interpersonal influence styles and to apply situational leadership behaviors in emergency management. Course participants will be asked to complete several personality assessments that will be scored in class. Participants will score their own assessments and use the results to apply to influence and behavior styles. 24 ceu's, 1 college credit.

PDS: Principles of Emergency Management

(G-230): This is two part 4 1/2 day training program designed for the unique needs of the State of Montana. This course is for all disciplines that work together in planning for the four phases of emergency management. Day one introduces the Incident Management System (ICS-200) which is used throughout the course. This training examines the need for an emergency management system that is flexible and "all hazard". Topics will include terrorism and bomb threat issues. The importance of team building, team work and professional relationships as a method towards an integrated approach to managing emergencies and disasters will be emphasized. Prerequisite: Independent Study Course IS-1: The Emergency Program Manager.

<http://www.training.fema.gov/EMIWeb/IS/is1.asp>

OTHER AVAILABLE DES TRAINING PROGRAMS

Agency (DES) Representative Course: A 16 hour program designed to provide skill level training to individuals who can be deployed to an emergency or disaster to act as the "eyes and ears" for the State Disaster and Emergency Services Division. This course is offered in the Helena ECC by invitation or application only.

All Hazard Emergency Planning for Schools: This 3-5 day course is designed to help the school community plan for all types of disasters. Topics include risk reduction techniques, how to development a meaningful plan that covers the four phases of emergency management: Preparation, Mitigation, Response and Recovery.

Animal Issues in Disasters: A free 4 hour program sponsored by the National Humane Society in the U.S., Billings, Montana, (Phone 406-255-7161). This program discusses pet rescue operations, relations to animals, relations with pet owners and the importance of taking care of pets as well as people.

CAMEO Software Training: Computer Aided Management of Emergency Operations. A 2 day course which provides an overview of chemical/hazardous materials and an extensive database of chemicals, properties and hazards. Modules allow plotting releases on a map, plume dispersion which superimposes on map, tracking of Tier II chemical inventories and reports, inventory of toxic releases, response resources and fixed facilities that regularly use hazardous materials. An IBM 486 compatible, windows 3.1, 32 mgb ram computer for each participant is required. Course sponsored and conducted by the Environmental Protection Agency through the Fire Training School, Great Falls, Montana (phone 406-771-4328).

Debris Management Course: A 4 1/2 day program designed to provide local, State and Federal emergency management personnel at all levels with an overview of issues and recommended actions necessary to plan for, respond to, and recover from a major debris-generating event with emphasis on local and State level responsibilities. The course will focus on staff development, pre-disaster planning, local level response and recovery actions, contracting procedures, temporary storage site selection/operation, volume reduction methods and other topics.

Disaster Response and Recovery Operations: A 3 day program designed to introduce State and local emergency managers to basic concepts and operations of a disaster environment, especially in terms of major disaster incidents and to broaden and enhance their understanding of State and local roles and responsibilities and their importance to the overall response and recovery effort. In addition to the State and local focus, the course also addresses the coordination and problem solving aspects of disaster operations.

Earthquake Mitigation and Recovery: An 8 hour table top exercise which simulates selected aspects of physical recovery from earthquake damage. The stage is a single local government jurisdiction and the players are its key staff members. Players are guided in creating their own scenario of earthquake damage and then led through a series of tasks related to planning for repairs and rebuilding. Physical recovery is emphasized.

Emergency Planning: Short Course. An 8 hour program which covers the basic principles of developing an Emergency Operations Plan, the tasks involved in the emergency planning process and to help the participant to become familiar with a jurisdiction's EOP. An "Emergency Planning Self Instruction Book" SI -235 is available through the State Training Manager.

MONTANA EXERCISE PROGRAM

All DES/ODP funded exercise programs will be conducted in accordance with the Department of Homeland Security Exercise and Evaluation Program (HSEEP) volumes 1-5. These volumes can be found on the DES website.

All DES/ODP funded exercises will be coordinated in advance with the District Representative.

The District Representative will notify the STM of the exercise so that it can be tracked and posted on the DES website in accordance with EMAP and ODP requirements.

Formal after action reports will be submitted via e-mail by the jurisdiction to their DES District Representative within 45 days of the exercise, using the Montana All-Hazard After Action Report (AAR). The District Representative is the approving authority for AAR's. Once the report is approved, the District Representative will send the report to the STM for filing and posting on the DHS portal within 15 days of receipt. The STM is required to post the AAR on the portal within 60 days of the exercise.

****This policy needs to be discussed by the Training and Exercise Policy Group and endorsed by the DES Association****

Expedient Flood Training: A 2 hour Train-the-Trainer program which provides the books, materials and information to design a one hour program which can be tailored to meet the individual needs of a community. This training program has a two-fold purpose. First, it may be used to train key personnel prior to a flood emergency on the basic procedures and methods utilized to construct a sandbag levee. And second, it may be used to train an expedient citizen work force for flood control programs. This course is also available via self-study.

Human Services (Individual Assistance): A 4-8 hour program that provides an overview of available programs which could assist private individuals to find the resources they need to help them recover from a disaster or emergency. The Public Assistance Program provides an overview of programs for government owned property to help them recover from a disaster or emergency.

Incident Command System (ICS) for Emergency

Managers: This is a 3 part series which may be taken all at once or over a period of time.

ICS-100: A basic 2 hour introduction to the command system. ICS-100 is appropriate for all recently appointed emergency managers, elected officials or those involved in the emergency management system. This course is available via self-study through the State Training Manager.

ICS-200: An 8-12 hour program which goes into more depth and detail about the different roles and responsibilities in ICS.

ICS-300: An advanced 16-27 hour program which offers qualification in the ICS structure.

Instructional Presentation Skills: The objectives of this course are combined with the Effective Communications course as a part of the Professional Development Series.

Local Emergency Planning Committee: An 8 hour program which emphasizes both Emergency Planning and Community Right to Know halves of the Emergency Planning and Community Right to Know Act (EPCRA), the SARA Title III act. Includes modules on LEPC, planning requirements, hazard analysis, team (LEPC) building, exercises, training.

Mass Fatalities Incident Response Course: A 2 1/2 day course which prepares local, state and federal response personnel and other responsible agencies and professionals to handle mass fatalities effectively and to work with survivors in an emergency or disaster.

Meetings for Results: A 4-hour program which emphasizes agendas; facilitation, recorder, presenter skills and post-meeting action items.

Orientation to State Disaster and Emergency Services: This 3 1/2 day course is required for recently appointed DES Emergency Managers/County Coordinators within 18 months of appointment.

Planning Skills for the Emergency Operations Center (EOC)/Emergency

Communication Center (ECC): A 12 hour program that provides an overview of the Incident

Command System, the various responsibilities of a planner in the EOC/ECC and how the Plans Section interacts with other functional areas within an ICS organization. An exercise will be a part of the course which will involve developing an Incident Action Plan.

Public Information Skills Basic Course: The objectives of this course have been combined with the Effective Communications course, which is part of the Professional Development Series program.

Resource Ordering and Documentation: An 4 hour course which covers the role of logistics in the ICS organization. The proper forms, ordering and tracking techniques, follow up and documentation for financial tracking are covered. An exercise will follow the course of instruction.

Resource Management (Finance): An 8 hour program that covers the role of the finance officer in the ICS organization. Topics will include basic accounting procedures, tracking, reports and responsibility centers. An exercise will follow the course of instruction.

Sheltering and Evacuation Plan Training: A 2 day program intended for emergency managers and principle elected officials (Commissioners, Mayor, Fire and Police Chiefs, Sheriff, Surveyor or Public Works Supervisor) plus supervisory members from fire, law enforcement, emergency medical and road or public works officers. Elements of Population Protection Management will cover protection principles, goals, options, response elements, evacuation stages, principles of incident management and a table top exercise.

WMD All-Hazard Awareness: A 6-hour program designed to increase ability to foster a cooperative working relationship with all agencies involved with a criminal disaster. An overview of the threat to Montana will be covered. Course objectives will cover crime scene security and preservation of evidence; the needs, roles and responsibilities of law enforcement and non-law enforcement responders at a criminal disaster site; examine the criminal justice role; explain when and why Federal agencies get involved and how to interact with them. This course is offered by DES and the Fire Service Training School, Great Falls. Phone 406-771-4328.

Working With Indian Nations: A 4-hour course which addresses Indian reservations and Indian Country as areas of tribal jurisdiction based upon traditional political jurisdiction and not upon ethnic considerations or social customs. Emphasis is upon history, U.S. Supreme Court decisions and federal Indian Law, though cultural concepts are also addressed.

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***Questions or comments may be directed to the DES Training Manager at 406-841-3968
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